



State Fire Marshal Division
Electrical Bureau
215 East 7th Street 3rd Floor
Des Moines, Iowa 50319



Check and Credit Card Permit Fee Refund Request

Permit Holder's Name:	Printed Name of Person Making Refund Request:
Phone Number: Alternate #:	Signature of Person Making Refund Request: <u>Only Required if paid by Check</u> <u>*** (Required for refund if you paid by check)</u>
Address:	Social Security Number: <u>Only Required if paid by Check</u> <u>*** (Required for refund if you paid by check)</u>
City, State Zip:	Check Number & Date of Check:
Permit Number/ Date of Purchase:	Last Four Digits of Credit Card used:
Reason for Refund Request: <input type="checkbox"/> Wrong Jurisdiction <input type="checkbox"/> Wrong Permit Type <input type="checkbox"/> Job Canceled <input type="checkbox"/> Unused Inspections Additional Information:	Amount of Original Permit: Amount of Refund Requested: State Inspector if Applicable:
<u>State Official Authorizing Refund & Date: (official use only)</u>	Date Processed Initials of Processor

******* Original form must be submitted to the above address to receive refund by check. The Finance Office will only process a request with an original signature and social security number of whom the check is being issued to.

Refund of permit/inspection fees: Request for refunds of unused permit/inspection fees should be sent to: State Fire Marshal Division/Electrical Bureau. Unless approved by the chief electrical inspector, refund requests for amounts of \$25 or less, or for fees that were paid more than one (1) year from the date of the purchase will not be refunded.